

## *Work Type Design*

Create your own customised workflows with our easy-to-use *Work Type Design* program

Developed specifically for solicitors practices, the *Work Type Design* enables you to design systems to suit the way you practice and not the way that others *think* you practice. Once created, your Work Types will integrate seamlessly with our *files* system and provide you with the perfect solution to **improve your performance** levels overnight.

### @ Features of the *Work Type Design*:

- ◆ No special I.T. knowledge or skills required
- ◆ Logical, simple & fast to use
- ◆ Arranges your work easily into a logical flow from start to finish
- ◆ Includes your templates customised to your own style
- ◆ Automatic diary reminders for follow-up action wherever necessary
- ◆ Builds effortlessly data specific to each Work Type as the matter progresses
- ◆ Flexible enough to incorporate unlimited workflow options at any stage
- ◆ Enables you to review instantly the steps already taken & to be taken on a file
- ◆ Helpful & easy-to-use prompts to guide you with every step
- ◆ Complete with additional Tips & Advice for junior staff
- ◆ Maintains the Lexcel & Legal Aid functions in our core systems
- ◆ Supports external forms packages
- ◆ As easy to amend as it is to create

### @ Benefits of the *Work Type Design*:

- ◆ Generates your work much more quickly and cost-effectively
- ◆ Increases profits as you work more efficiently
- ◆ Ensures that your outgoing letters & documents are complete and error-free
- ◆ Enables you to work pro-actively & gain control of your matters from day one
- ◆ Allows you to carry out your fee earning work as you would want it to be carried out
- ◆ Eradicates the risk of failing to take appropriate follow-up action
- ◆ Lets you carry out work without having to rely on your paper file
- ◆ Many additional features to assist junior and less-experienced fee earners
- ◆ Allows you to reassure yourself that your staff will deal properly with all matters
- ◆ Keeps the additional Supervisory & Risk Management benefits of our core systems

Designed by those from the profession, let the *Work Type Design* work for you

Applicable to **all** areas of practice. Create as many Work Types as you like.

See an **immediate & dramatic improvement** in your efficiency

*Created by Solicitors for Solicitors*